

Georgia Government Transparency and Campaign Finance Commission

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LOCAL FILING ENTITY EFAX INSTRUCTIONS

The following information is for local filing entities ONLY.

This IS Not intended for Statewide/State Level filers who are required to Efile with the Commission.

HB 143 effective January 1, 2014

Election Superintendents & City Clerks

shall transmit by efax, to the Commission, the paper copy of:

1. A Declaration of Intention to Accept Campaign Contributions
2. The affidavit that a candidate does not intend to accept in excess of \$2,500.00 no later than ten days after the close of qualifying.
3. A copy of each report (CCDR , PFD, & TBD) to the Commission no later than 30 days after the close of each reporting period.

E-FAXING INSTRUCTIONS

E-FAX NUMBER 1-866-914-7974

- ⇒ DO NOT fax report(s) with a cover page or any additional pages other than the actual report(s).
- ⇒ Fax all pages of the report even if there is nothing to report on some pages.
- ⇒ Use original, blank forms provided by the agency dated 2014 or newer. Forms or reports submitted that are not from the Commission will not be accepted as a filing that meets the requirements of the ACT.
- ⇒ There should be no personal/red flag information on these reports: Such as bank account or routing numbers, social security numbers, driver's license etc.
- ⇒ DO NOT fax more than ONE report at a time.
- ⇒ DO NOT fax report(s) upside down or backwards.
- ⇒ You will NOT receive a receipt confirmation under this new system.
- ⇒ Faxes sent to any other Commission fax number will NOT be processed.
- ⇒ Illegible faxes will NOT be processed.
- ⇒ Do NOT send the original copies to the Commission. Retain these for your records.
- ⇒ No special equipment is required by you to use our efax service. Send the faxes from your fax machine to the efax number provided.
- ⇒ If you have fax problems – send an email to faxhelp@ethics.ga.gov include your name, contact info, time of the fax transmissions and the fax number you are sending from.

For more information regarding 2014 local legislative changes visit <http://ethics.ga.gov/wp-content/uploads/2013/12/Local-Level.pdf>